

Dickey Youth Development Center
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Fresno, California 93721-1115
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www.fresno.gov

Randall L. Cooper, PARCS Director

May 6, 2010

RE: Community Partnerships for the Operation of City Recreation Centers

Dear Community Leader:

Thank you for your continued interest in keeping community centers throughout Fresno, open to the public for recreation and expanded services. We have completed the first round of interest from Community Groups that are eager to provide leadership at several centers throughout Fresno. Unfortunately, Quigley, Melody, Fink-White, Highway City, El Dorado, Sunset, and Pinedale centers did not receive the same level of interest or in some cases the leadership capacity required to operate a city asset.

The City is now providing another opportunity for community groups to participate. If you believe that your agency could support programs and services at a center, we encourage you to apply.

Ideal candidates must thoroughly complete a Request for Information (RFI) that demonstrates: (1) knowledge/experience in facility operations; (2) experience in successful facilitation of youth programs; and (3) strong administrative abilities and financial health.

Please carefully review the RFI and provide all details requested in the attached document. Your completed RFI must be hand-delivered by 5:00 p.m. on Wednesday, May 19, 2010 to the front desk receptionist at:

Fresno City Hall
Executive Offices
2600 Fresno Street, 2nd Floor

Sincerely,



Randall L. Cooper
PARCS Director

Request for Information



COMMUNITY PARTNERSHIPS FOR OPERATION OF CITY RECREATION CENTERS

Please provide written responses for each item requested within the three categories: (1) Operations, (2) Program Services, and (3) Administrative. When applicable, please attach supporting documents and reference the appropriate category. As you gather this information, please keep in mind you will need to articulate your current operation, as well as explain your plan to meet City operational requirements of recreation centers. Submit responses (8 copies) to City Hall, 2nd floor—Executive Suites by 5:00 pm on March 31, 2010. Postmarks will not be accepted.

I. Operations

Overview of Organization's Current Operations:

- Agency detail (# of employees, # of operable sites, years of service, other necessary details)
- Listing of key management/operational staff and their qualifications and certifications
- Description of facility management history: Describe the current facilities in which you operate. Do you lease or own them? What is your experience managing facilities that are open to the public?

Operational Requirements:

Please describe in detail your plan to meet the following minimum operational requirements, including your staffing plans.

Minimum Operations Requirements:

- Open/Close/Secure Facility
- Reporting of suspicious or illegal behavior
- Reporting of graffiti/vandalism
- Provide interior janitorial service and maintenance
- Reporting of outside facility maintenance needs to the City in a timely manner

II. Program Services

Overview of Organization's Current Programs:

- Agency detail (description of your program(s)/services, # of programs and participants, hours of operation, ages served, years of service, and any other information relevant to your programs/services)
- Listing of key programmatic staff and their qualifications and certifications
- Program partnerships and accomplishments

RFI Requirements:

Please describe in detail your plan to meet the following minimum programming requirements, including your staffing plans.

Minimum Service Requirements: Current service levels include public access to the facilities Monday through Friday from 3:00 to 7:00 p.m. with recreational and/or enrichment activities geared for school-aged children from the surrounding neighborhoods offered during those hours. Please see information on the number of participants per site. Community partners must ensure the same or greater levels of public access and recreational/enrichment activities to be eligible for City partnership, including:

- Provide daily homework assistance and/or computer lab access
- Continue partnership with Fresno County EOC to provide no-cost snacks and/or lunch during extended school breaks, i.e. summer vacation, winter break. (Sack Lunch Program)
- Provide a variety of indoor recreation activities, i.e. arts & crafts, board games, table games (Facility description handouts detail the equipment available at each site; CBOs will be responsible for replacement/maintenance)
- Provide opportunities for community service activities, i.e. neighborhood clean-up, adopt-a-park, etc.
- Coordinate diverse cultural/holiday activities, i.e. Valentine's, Easter/Spring, Cinco De Mayo, Juneteenth, Fourth of July, Halloween/Harvest, Thanksgiving and Winter Holiday neighborhood celebrations
- Provide access for the PARCS Senior Hotmeals Program if applicable at your site. Note: City staff will still coordinate Senior Hotmeals program, but the community partner must accommodate its operation, - approximately 10 am to 1 pm daily at Lafayette, Mary Ella Brown, Highway City, Pinedale, and Quigley.

III. Administrative

Financial Status:

- Detailed financial statements (Income/Expense/Balance Sheet)
- Most recent tax return
- Identified funding sources for operation of the City recreation center: Youth participation in public-access recreational activities at the center must be free of charge. Please describe your funding sources to deliver services at no charge to participants.

Current Insurance & Liability:

- A copy of your current policy reflecting general, auto and worker's compensation levels

Corporate Information:

- The list of your Board of Directors, including leadership and contact info for each member
- A copy of your articles of incorporation and governing bylaws

Ongoing Reporting Requirements:

Participating organizations will be required to meet the following reporting requirements:

- Annual CPA or City reviewed financial statements
- Proof of 501(c)3 compliance with state
- Quarterly Report of Operations; Program Outcomes; Accomplishments
- Periodic Facility Inspections


These reporting requirements will be included in the leases between the City and each participating organization. In your response to the RFI, please acknowledge your understanding of these reporting requirements.

Insurance & Liability Requirements:

Participating organizations will be required to meet City of Fresno insurance and liability requirements before agreements are executed between the City and the organization. Proof of the following additional items will also be required:

- Willingness to indemnify, hold harmless & defend the City and its officers, officials, employees, agents and volunteers
- General liability insurance
- Auto liability insurance (if applicable)
- Worker's compensation insurance as required by law
- Department of Justice (DOJ) clearance for all volunteers and employees working with children— Any volunteer or employee working with children must not have a record of conviction for any serious felony. Since the City is required to meet these operating standards, the PARCS Department will be available to work with community organizations to answer questions to fulfill the following:
 - All agencies must submit fingerprints in a manner authorized by the (DOJ) and that proof of such DOJ clearance must be provided to the City prior to volunteers or employees working at the site;
 - Agencies shall not permit any volunteer or employee to come in contact with children until the DOJ has ascertained that they have not been convicted of a serious or violent felony; and
 - Agencies shall provide a list of names of its volunteers and/or employees who may come in contact with children and certify that those who may come in contact with children have not been convicted of a serious or violent felony;
 - For volunteers or employees with a non-serious felony conviction, the City maintains the right to review background information before individuals begin working at the site.

In your response to the RFI, please acknowledge your understanding of these insurance and liability requirements.

|  | | | | | | DEMOGRAPHICS | | | | INDOOR AMENITIES | | | | | | | OUTDOOR AMENITIES* | | | | | | |
|---|---------------------------|----------------------------|--------------------|----------------|---------|-----------------------------|---------------|-----------------------------|------------|------------------|---------------|------|-------------|---------|-----------|-------------|--------------------|-------------------|----------------|---------------|-----------------|----------------|---------------|
| | Indoor Average Attendance | Outdoor Average Attendance | Facility (Sq. Ft.) | # of Buildings | Acreage | Total Population (.5 miles) | Median Income | # of Families below poverty | Auditorium | Classrooms | Computer Labs | Gyms | Kitchenette | Offices | Restrooms | Social Hall | Service Kitchen | Basketball Courts | Skateboard/BMX | Soccer Fields | Softball Fields | Swimming Pools | Tennis Courts |
| El Dorado 1343 E. Barstow | 40 | 40 | 1,440 | 1 | 2.50 | 7,102 | \$26,227 | 2,266 | | 1 | X | | | | 1 | | | X | | | | | |
| Fink-White 535 S. Trinity | 40 | 60 | 2,394 | 1 | 8.62 | 2,810 | \$16,088 | 1,306 | | | X | | 1 | 2 | 2 | X | | X | X | X | | | |
| Highway City 5140 N. State | 60 | 50 | 3,092 | 1 | 2.00 | 2,821 | \$39,878 | 476 | | | X | | 1 | 1 | 1 | X | | | | | | | |
| Melody 5935 E. Shields | 60 | 200 | 3,367 | 1 | 5.00 | 2,763 | \$47,484 | 390 | | | X | | 1 | 2 | 1 | X | | X | X | X | | | X |
| Pinedale 7170 N. San Pablo | 45 | 45 | 8,366 | 2 | 0.50 | 3,212 | \$32,024 | 897 | X | 1 | X | | | 5 | 2 | | 1 | | | | | X | |
| Quigley 808 W. Dakota | 60 | 180 | 2,248 | 1 | 8.60 | 6,999 | \$31,844 | 1,841 | | | X | | 1 | 2 | 1 | X | | X | | X | X | X | X |
| Sunset 1345 W. Eden | 40 | 15 | 5,367 | 1 | 0.97 | 2,697 | \$23,709 | 953 | | | X | | | 2 | 1 | X | 1 | | | | | | |



El Dorado Neighborhood Center

1343 E. Barstow



Facility Description

Building Description: El Dorado Neighborhood Center is located on Barstow between Sixth and Cedar. This is a modular building that has a social hall (capacity 50), six tables and fifteen chairs, one pool table, one ping-pong table and computer homework center. The unit is a stand alone building directly behind Wesley Methodist Church. CSUF is in walking distance of El Dorado as is the non-profit, Stone Soup. (No indoor restrooms)

Approximate Building Square Footage: 1,440

Annual Facility Costs: \$6,339 (does not include non-recurring building maintenance, staff/supplies)

Green Space Acreage: 2.5

Outdoor Amenities: Outdoor Basketball Courts, Tot Lot, and 2 Outdoor Restrooms

FUSD Schools in the Area: Wolters Elementary, Tioga Middle School, Hoover High



Fink White Neighborhood Center

535 S.Trinity



Facility Description

Building Description: Fink White Neighborhood Center is located on Trinity between Whitesbridge and Highway 99. The center has a kitchenette, social hall (capacity 75), four tables, fifteen chairs, one pool table, one ping-pong table, one Foosball game, two offices and computer homework center.

Approximate Building Square Footage: 2,394

Green Space Acreage: 8.62

Annual Facility Costs: \$36,167 (does not include non-recurring building maintenance, staff/supplies)

Outdoor Amenities: 2 Lighted Tennis Courts, 2 Lighted Outdoor Basketball Courts, 1 Lighted Baseball Diamond, 1 Lighted Softball Diamond, Tot Lot, 1 Soccer Field, Picnic Tables/ BBQ Area, Learner Pool, Wader Pool, 4 Restrooms

FUSD Schools in the Area: Columbia Elementary



Highway City Neighborhood Center

5140 N. State



Facility Description

Building Description: Highway City Neighborhood Center is located on State Ave. off Golden State north of Shaw Ave. The center has a kitchenette, large social hall, (capacity 200), fourteen tables and thirty chairs, two pool tables, one ping-pong table, one Foosball game, two offices, computer homework center and two indoor restrooms.

Approximate Building Square Footage: 3,092

Annual Facility Costs: \$22,979 (does not include non-recurring building maintenance, staff/supplies)

Green Space Acreage: 2

Outdoor Amenities: 1 Outdoor Basketball Court, Tot Lot, Picnic Tables/ BBQ Area

FUSD Schools in the Area: Teilman Elementary



Melody Neighborhood Center

5935 E. Shields



Facility Description

Building Description: Melody Neighborhood Center is located on the corner Shields and Fowler. The center has a kitchenette, large social hall (capacity 142), two tables and forty chairs, two pool tables, one ping-pong table, one Foosball game, indoor restrooms, two offices, and computer homework center.

Approximate Building Square Footage: 3,367

Annual Facility Costs: \$20,554 (does not include non-recurring building maintenance, staff/supplies)

Green Space Acreage: 5

Outdoor Amenities: 2 Lighted Tennis Courts, 1 Lighted Modular Skate Park, 1 Lighted Softball Diamond, Tot Lot, 1 Soccer Fields and a Picnic Tables/ BBQ Area

Clovis School District: Miramonte Elementary School



Pinedale Community Center

7170 N. San Pablo



Facility Description

Building Description: The Pinedale Community Center is located on San Pablo between Nees and Alluvial. The center has a kitchen, six offices, a large social hall, (capacity 300), ten tables, and thirty chairs, one pool table, two ping-pong tables, one Foosball game, computer lab and indoor restrooms.

Approximate Building Square Footage: 8,366

Annual Facility Costs: \$58,872 (does not include non-recurring building maintenance, staff/supplies)

Green Space Acreage: .5

Outdoor Amenities: Tot Lot, Picnic Tables/ BBQ Area, Learner Pool, Wader Pool and 2 Restrooms

CUSD Schools in the Area: Pinedale Elementary (adjacent to community center)



Quigley Neighborhood Center

808 E. Dakota



Facility Description

Building Description: Quigley Neighborhood Center is located on Dakota between Fruit and West. The center has a kitchenette, social hall (capacity 75), four tables and twenty chairs, one pool table, one ping-pong table, two offices, and a computer homework center.

Approximate Building Square Footage: 2,248

Green Space Acreage: 8.60

Annual Facility Costs: \$28,942 (does not include non-recurring building maintenance, staff/supplies)

Outdoor Amenities: 2 Tennis Courts, 2 Outdoor Basketball Courts, 1 Softball Diamond, Tot Lot, 1 Soccer Field, Picnic Tables/ BBQ Area, 3 Sand Volleyball Court, Learner Pool, 2 Restrooms.

FUSD Schools in the Area: Williams Elementary, Roeding Elementary, Cooper Middle School



Sunset Neighborhood Center

1345 E. Eden



Facility Description

Building Description: Sunset Neighborhood Center is located on Eden between West and California. The center has a full sized industrial kitchen, two full sized offices, reception area, large social hall (capacity 200), eight tables and fifteen chairs, one pool table, one ping-pong table, one Foosball table, computer homework center and indoor restrooms.

Approximate Building Square Footage: 5,367

Annual Facility Costs: \$32,186 (does not include non-recurring building maintenance, staff/supplies)

Green Space Acreage: .97

Outdoor Amenities: Tot Lot, Wader Pool and a Picnic Table/ BBQ Area

FUSD Schools in the Area: Sunset Elementary (directly adjacent)